



STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
COUNCIL ON AFFORDABLE HOUSING  
PETITION APPLICATION



This application is a guideline for creating a Housing Element and Fair Share Plan. A completed version of this application must be submitted as part of your petition for substantive certification to COAH. This application will be used by COAH staff to expedite review of your petition. This application can serve as your municipality's Fair Share Plan. A brief narrative component of the Fair Share Plan should be included with this application and can serve primarily to supplement the information included in the application form. Additionally, the narrative section of the Fair Share plan would include a description of any waivers being requested.

This form reflects COAH's newly adopted procedural and substantive rules and the amendments to those rules adopted on September 22, 2008. Footnotes and links to some helpful data sources may be found at the end of each section. To use this document electronically, use the TAB KEY to navigate from field to field. Enter data or use the Right Mouse Button to check boxes.

MUNICIPALITY	Long Hill Township	COUNTY	Morris
COAH REGION	<u>2</u>	PLANNING AREA(S)	5
SPECIAL RESOURCE AREA(S)	_____		

PREPARER NAME	Kevin O'Brien, P.P.	TITLE	Twp Planner
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MUNICIPAL HOUSING LIAISON	Richard Sheola	TITLE	Twp Administrator
EMAIL	Administrator@Longhillnj.us	PHONE NO.	908/647-8000
ADDRESS	<u>915 Valley Rd, Gillette 07933</u>	FAX NO.	908/647-4150

Enter the date(s) that COAH granted Substantive Certification or that the Court granted a Judgment of Compliance (JOC) on the Housing Element and Fair Share Plan.

History of Approvals	COAH	JOC	N/A
First Round	<u>5/2/1988</u>	_____	<input type="checkbox"/>
Second Round	<u>8/2/1995</u>	_____	<input type="checkbox"/>
Extended Second Round	<u>8/1/2001</u>	_____	<input type="checkbox"/>

Does the Petition include any requests for a waiver from COAH Rules? ☐ Yes ☒ No  
If Yes, Please note rule section from which waiver is sought and describe further in a narrative section: \_\_\_\_\_

## FILING/PETITION DOCUMENTS (N.J.A.C. 5:96-2.2/3.2 & N.J.A.C. 5:97-2.3/3.2)

All of the following documents must be submitted in order for your petition to be considered complete. Some documents may be on file with COAH. Please denote by marking the appropriate box if a document is attached to the Housing Element and Fair Share Plan or if you are using a document on file with COAH from your previous third round submittal to support this petition. Shaded areas signify items that must be submitted anew.

Included	On File	Required Documentation/Information
<input checked="" type="checkbox"/>		Certified Planning Board Resolution adopting or amending the Housing Element & Fair Share Plan
<input checked="" type="checkbox"/>		Certified Governing Body Resolution endorsing an adopted Housing Element & Fair Share Plan and either (check appropriate box): <div style="display: flex; justify-content: space-between; padding: 5px;"> <span><input checked="" type="checkbox"/> Petitioning</span> <span><input type="checkbox"/> Filing</span> <span><input type="checkbox"/> Re-petitioning</span> <span><input type="checkbox"/> Amending Certified Plan</span> </div>
<input checked="" type="checkbox"/>		Service List (in the new format required by COAH)
<input checked="" type="checkbox"/>		Adopted Housing Element & Fair Share Plan narrative (including draft and/or adopted ordinances necessary to implement the Plan)
<input type="checkbox"/> <input checked="" type="checkbox"/> N/A		If applicable, Implementation Schedule(s) with detailed timetable for the creation of units and for the submittal of all information and documentation required by N.J.A.C. 5:97-3.2(a)4
<input type="checkbox"/> <input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	If applicable, Litigation Docket No., OAL Docket No., Settlement Agreement and Judgment of Compliance or Court Master's Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal Master Plan (most recently adopted; if less than three years old, the immediately preceding, adopted Master Plan)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal Zoning Ordinance (most recently adopted) <sup>1</sup> Date of Last Amendment: <u>12/3/2008</u> Date of Submission to COAH: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal Tax Maps (most up-to-date, electronic if available) Date of Last Revision: _____ Date of Submission to COAH: _____
<input type="checkbox"/>	<input type="checkbox"/>	Other documentation pertaining to the review of the adopted Housing Element & Fair Share Plan(list):

FOR OFFICE USE ONLY		
Date Received _____	Affidavit of Public Notice _____	Date Deemed _____
Complete/Incomplete _____	Reviewer's Initials _____	

<sup>1</sup> Pursuant to N.J.S.A. N.J.S.A. 52:27D-307, as amended by PL 2008 c.46, any residential development resulting from a zoning change made to a previously non-residentially-zoned property, where the change in zoning precedes or follows the application for residential development by no more than 24 months, shall require that a percentage be reserved for occupancy by low or moderate income households.

**HOUSING ELEMENT**  
(N.J.A.C. 5:97-2 & N.J.S.A. 40:55D-1 et seq.)

The following issues and items must be addressed in the Housing Element for completeness review. Where applicable, provide the page number(s) on which each issue and/or item is addressed within the narrative Housing Element.

1. The plan includes an inventory of the municipality's housing stock by<sup>1</sup>:

- ☒ Age;
- ☒ Condition;
- ☒ Purchase or rental value;
- ☒ Occupancy characteristics; and
- ☒ Housing type, including the number of units affordable to low and moderate income households and substandard housing capable of being rehabilitated

☒ Yes, Page Number: 9    ☐ No (incomplete)

2. The plan provides an analysis of the municipality's demographic characteristics, including, but not necessarily limited to<sup>2</sup>:

- ☒ Population trends
- ☒ Household size and type
- ☒ Age characteristics
- ☒ Income level
- ☒ Employment status of **residents**

☒ Yes, Page Number: 15    ☐ No (incomplete)

3. The plan provides an analysis of existing and future employment characteristics of the **municipality**, including but not limited to<sup>3</sup>:

- ☐ Most recently available in-place employment by industry sectors and number of persons employed;
- ☒ Most recently available employment trends; and
- ☐ Employment outlook

☒ Yes, Page Number: 17    ☐ No (incomplete)

4. The plan includes a determination of the municipality's present and prospective fair share for low and moderate income housing and an analysis of how existing or proposed changes in zoning will provide adequate capacity to accommodate residential and non-residential growth projections.  
AND

The analysis covers the following:

- ☐ The availability of existing and planned infrastructure;
- ☐ The anticipated demand for the types of uses permitted by zoning based on present and anticipated future demographic characteristics of the municipality;
- ☒ Anticipated land use patterns;
- ☐ Municipal economic development policies;
- ☒ Constraints on development including State and Federal regulations, land ownership patterns, presence of incompatible land uses or sites needing remediation and environmental constraints; and
- ☐ Existing or planned measures to address these constraints.

☒ Yes, Page Number: 18    ☐ No (incomplete)

5. The plan includes a consideration of lands that are most appropriate for construction of low and moderate income housing and of the existing structures most appropriate for conversion to, or rehabilitation for, low and moderate income housing, including a consideration of lands of developers who have expressed a commitment to provide low and moderate income housing.

☒ Yes, Page Number: 18    ☐ No (incomplete)

6. The plan relies on household and employment projections for the municipality as provided in Appendix F of COAH's rules (if yes check the yes box below and check no in lines 6a-8).

☒ Yes, Page Number: 23    ☐ No (go to 6a)

- 6a. The Plan relies on higher household and employment projections for the municipality as permitted under N.J.A.C. 5:97-2.3(d) (optional - see Fair Share Plan section starting on page 7 of this application).

☐ Yes (go to 7 and 8)                      ☐ No (go to 6b)

- 6b. The Plan relies on a request for a downward adjustment to household and employment projections for the municipality as provided in N.J.A.C. 5:97-5.6 (optional - see Fair Share Plan section starting on page 7 of this application).

☐ Yes, Page Number: \_\_\_\_\_    ☐ No

7. If the municipality anticipates higher household projections than provided by COAH in Appendix F, the plan projects the municipality's probable future construction of housing for fifteen years covering the period January 1, 2004 through December 31, 2018 using the following minimum information for residential development:

- ☐ Number of units for which certificates of occupancy were issued since January 1, 2004;
- ☐ Pending, approved and anticipated applications for development;
- ☐ Historical trends, of at least the past 10 years, which includes certificates of occupancy issued; and
- ☐ The worksheet for determining a higher residential growth projection provided by COAH. (Worksheets are available at [www.nj.gov/dca/affiliates/coah/resources/gsworksheets.html](http://www.nj.gov/dca/affiliates/coah/resources/gsworksheets.html))

- ☐ Yes, Page Number: \_\_\_\_\_
- ☐ No (incomplete)
- ☒ Not applicable (municipality accepts COAH's projections)

8. If the municipality anticipates higher employment projections than provided by COAH in Appendix F, the plan projects the probable future jobs based on the use groups outlined in Appendix D for fifteen years covering the period January 1, 2004 through December 31, 2018 for the municipality using the following minimum information for non-residential development:

- ☐ Square footage of new or expanded non-residential development authorized by certificates of occupancy issued since January 1, 2004;
- ☐ Square footage of pending, approved and anticipated applications for development;
- ☐ Historical trends, of at least the past 10 years, which shall include square footage authorized by certificates of occupancy issued;
- ☐ Demolition permits issued and projected for previously occupied non-residential space; and
- ☐ The worksheet for determining a higher non-residential growth projection provided by COAH.

- ☐ Yes, Page Number: \_\_\_\_\_ ☐ No (incomplete)
- ☒ Not applicable (municipality accepts COAH's projections)

9. The plan addresses the municipality's :

- ☐ Rehabilitation share (from Appendix B);
- ☒ Prior round obligation (from Appendix C); and
- ☒ Projected growth share in accordance with the procedures in N.J.A.C. 5:97-2.4.

☒ Yes, Page Number: 23    ☐ No (incomplete)

10. If applicable, the plan includes status of the municipality's application for plan endorsement from the State Planning Commission.

☐ Yes, Page Number: \_\_\_\_\_    ☐ No (incomplete)    ☒ Not Applicable

Petition date: \_\_\_\_\_    Endorsement date: \_\_\_\_\_

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<sup>1</sup> Information available through the U.S. Census Bureau at

[http://factfinder.census.gov/servlet/ACSSAFFHousing?sse=on&\\_submenuId=housing\\_0](http://factfinder.census.gov/servlet/ACSSAFFHousing?sse=on&_submenuId=housing_0)

<sup>2</sup> Information available through the U.S. Census Bureau at <http://factfinder.census.gov/home/saff/main.html>.

<sup>3</sup> Information available through the New Jersey Department of labor at

<http://www.wnjin.net/OneStopCareerCenter/LaborMarketInformation/lmi14/index.html>

## FAIR SHARE PLAN (N.J.A.C. 5:97-3)

Please provide a summary of the Fair Share Plan by filling out all requested information. Enter N/A where the information requested does not apply to the municipality. A fully completed application may serve as the actual Fair Share Plan. A brief narrative should be attached to supplement the information included in the application form. Additionally, the narrative section of the Fair Share plan would fully describe, under a separate heading, any waivers that are being requested.

### Determining the 1987-2018 Fair Share Obligation

The following tables will assist you in determining your overall 1987-2018 fair share obligation. For each cycle of the affordable housing need and rehabilitation share, please use the "need" column to enter the number of units addressed in the municipal petition. Where the municipality has received and/or is proposing any adjustments to its rehabilitation share, prior round and/or growth share obligation, use the footnotes providing rule references and follow the procedures for determining the municipal need and/or for calculating any adjustments applicable to the municipality. Enter the affordable housing need as provided by COAH or that results from the adjustment under the "Need" column.

Line		Need
1	<input type="radio"/> Rehabilitation Share (From N.J.A.C. 5:97 Appendix B) <b>OR</b>	<u>0</u>
2	<input type="radio"/> Optional Municipally Determined Rehabilitation Share (If a municipally determined rehabilitation share is being used, attach the survey results as an exhibit to this application and indicate that it is attached as Exhibit _____.)	_____
		Need
3	<input type="radio"/> Prior Round (1987-1999) Affordable Housing Obligation (From N.J.A.C. 5:97 Appendix C)	<u>62</u>
	<input type="radio"/> Prior Round Adjustments:	
	<input type="radio"/> 20% Cap Adjustment	_____
	<input type="radio"/> 1000 Unit Cap Adjustment	_____
4	Total Prior Round Adjustments	_____
5	<b>Adjusted Prior Round Obligation:</b> (Number in Appendix C <b>minus</b> Total Prior Round Adjustment(s))	<u>62</u>
	<input type="radio"/> Prior Round Vacant Land Adjustment (Unmet Need)	_____
6	Realistic Development Potential(RDP) <sup>1</sup>	_____

<sup>1</sup> RDP = Adjusted Prior Round Obligation minus Vacant Land Adjustment

## Determining the Growth Share Obligation

All municipalities must complete the "COAH projections" table below. Only municipalities that anticipate higher projections or that are seeking a growth projection adjustment based on a demonstration that insufficient land capacity exists to accommodate COAH projections need complete the corresponding additional table. COAH has published three workbooks in Excel format to assist with preparing this analysis. All municipalities must complete Workbook A. Workbook B must be used when the municipality anticipates that its growth through 2018 is likely to exceed the growth through 2018 that has been projected by COAH and the municipality wants to plan accordingly. Workbook C must be used by municipalities seeking a downward adjustment to the COAH-generated growth projections based on an analysis of municipal land capacity. Workbooks may be found at the following web location:

[www.nj.gov/dca/affiliates/coah/resources/gsworksheets.html](http://www.nj.gov/dca/affiliates/coah/resources/gsworksheets.html).

The applicable workbook has been completed and is attach to this application as Exhibit A.

Line	<b>○ Required 2004-2018 COAH Projections and Resulting Projected Growth Share</b>			
	Household Growth (From Appendix F)	<u>411</u>	Employment Growth (From Appendix F)	<u>803</u>
	Household Growth After Exclusions (From Workbook A)	<u>411</u>	Employment Growth After Exclusions (From Workbook A)	<u>803</u>
	Residential Obligation (From Workbook A)	<u>82.00</u>	Non-Residential Obligation (From Workbook A)	<u>50.00</u>
7	Total 2004-2018 Growth Share Obligation			<u>132.00</u>
	<b>○ Optional 2004-2018 Municipal Projections Resulting in Higher Projected Growth Share</b>			
	Household Growth After Exclusions (From Workbook B)	_____	Employment Growth After Exclusions (From Workbook B)	_____
	Residential Obligation (From Workbook B)	_____	Non-Residential Obligation (From Workbook B)	_____
8	Total 2004-2018 Projected Growth Share Obligation			_____
	<b>○ Optional Municipal Adjustment to 2004-2018 Projections and Resulting Lower Projected Growth Share</b>			
	Household Growth After Exclusions (From Workbook C)	_____	Employment Growth After Exclusions (From Workbook C)	_____
	Residential Obligation (From Workbook C)	_____	Non-Residential Obligation (From Workbook C)	_____
9	Total 2004-2018 Growth Share Obligation			_____
10	<b>Total Fair Share Obligation</b> (Line 1 or 2 + Line 5 or 6 + Line 7, 8 or 9)			<u>132.00</u>



## Summary of Plan for Total 1987-2018 Fair Share Obligation

(For each mechanism, provide a description in the Fair Share Plan narrative. In the table below, specify the number of completed or proposed units associated with each mechanism.)

	<u>Completed</u>	<u>Proposed</u>	<u>Total</u>
<b>Rehabilitation Share</b>			<u>0</u>
Less: <i>Rehabilitation Credits</i>	_____		_____
Rehab Program(s)		_____	_____
<b>Remaining Rehabilitation Share</b>			<u>0</u>
<b>Prior Round (1987-1999 New Construction) Obligation</b>			<u>62</u>
Less: <i>Vacant Land Adjustment (If Applicable)</i>			
<i>(Enter unmet need as the adjustment amount. Unmet need = Prior round obligation minus RDP):</i>			
Unmet Need			_____
RDP			_____
<b>Mechanisms addressing Prior Round</b>	_____	_____	_____
Prior Cycle Credits (1980 to 1986)			_____
Credits without Controls			_____
Inclusionary Development/Redevelopment	<u>14</u>		<u>14</u>
100% Affordable Units	<u>47</u>		<u>47</u>
Accessory Apartments			_____
Market-to-Affordable			_____
Supportive & Special Needs			_____
Assisted Living			_____
RCA Units previously approved	<u>42</u>		<u>42</u>
Other			_____
Prior Round Bonuses	<u>35</u>		<u>35</u>
<b>Remaining Prior Round Obligation</b>	<u>0</u>		<u>0</u>
<b>Third Round Projected Growth Share Obligation</b>			<u>132</u>
Less: <b>Mechanisms addressing Growth Share</b>			
Inclusionary Zoning		<u>35</u>	<u>35</u>
Redevelopment			_____
100% Affordable Development		<u>12</u>	<u>12</u>
Accessory Apartments		<u>5</u>	<u>5</u>
Market-to-Affordable Units			_____
Supportive & Special Need Units		<u>5</u>	<u>5</u>
Assisted Living: post-1986 Units			_____
Other Credits	<u>77</u>		<u>77</u>
Compliance Bonuses			_____
Smart Growth Bonuses			_____
Redevelopment Bonuses			_____
Rental Bonuses			_____
<b>Growth Share Total</b>	<u>77</u>	<u>57</u>	<u>134</u>
<b>Remaining (Obligation) or Surplus</b>	_____	_____	<u>2</u>

## PARAMETERS<sup>1</sup>

<b><u>Prior Round 1987-1999</u></b>			
RCA Maximum	31	RCAs Included	42
Age-Restricted Maximum	5	Age-Restricted Units Included	47
Rental Minimum	16	Rental Units Included	76

<b><u>Growth Share 1999-2018</u></b>			
Age-Restricted Maximum	33	Age-Restricted Units Included	33
Rental Minimum	33	Rental Units Included	43
Family Minimum	66	Family Units Included	82
Very Low-Income Minimum <sup>2</sup>	10	Very Low-Income Units Included	5

<sup>1</sup> Pursuant to the procedures in N.J.A.C. 5:97-3.10-3.12

<sup>2</sup> Pursuant to N.J.S.A. 52:27D-329.1, adopted on July 17, 2008, at least 13 percent of the housing units made available for occupancy by low-income and moderate income households must be reserved for occupancy by very low income households.

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## Summary of Built and Proposed Affordable Housing

Provide the information requested regarding the proposed program(s), project(s) and/or unit(s) in the Fair Share Plan. Use a separate line to specify any bonus associated with any program, project and/or unit in the Plan. As part of completeness review, all monitoring forms must be up-to-date (i.e. 2007 monitoring must have been submitted previously or included with this application) and all proposed options for addressing the affordable housing obligation must be accompanied by the applicable checklist(s) (found as appendices to this application). Enter whether a project is proposed or completed and attach the appropriate form or checklist for each mechanism as appendices to the plan. Please note that bonuses requested for the prior round must have been occupied after December 15, 1986 and after June 6, 1999 for the third round.

Please make sure that a corresponding mechanism checklist is submitted for each mechanism being employed to achieve compliance. Separate checklists for each mechanism are available on the COAH website at [www.nj.gov/dca/affiliates/coah/resources/checklists.html](http://www.nj.gov/dca/affiliates/coah/resources/checklists.html).

**Table 1. Projects and/or units addressing the Rehabilitation Share**

Project/Program Name	Proposed (use Checklists) or Completed (use <u>Rehabilitation Unit Survey Form</u> )	Rental, Owner Occupied or Both	Checklist or Form Appendix Location <sup>1</sup>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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<sup>1</sup> If all completed units have already been reported to COAH as part of 2007 monitoring or subsequent CTM updates, there is no need to re-submit Rehabilitation Unit Survey Forms. If additional units have been completed subsequent to 2007 monitoring, the municipality may submit updated forms. If the plan relies only on completed units previously reported via 2007 monitoring, enter "on file" in this column.

Table 2. Programs, Projects and/or units addressing the Prior Round.

Project/Program Name	Mechanism or Bonus Type	Proposed (use checklists) or Completed (use Project/Unit Program Information Forms)	Units Addressing Obligation (Note with "BR" where Special Needs bedrooms apply)	Number Addressing Rental Obligation)	Number Subject to Age- Restricted Cap	Checklist or Form Appendix Location <sup>1</sup>
1. Accessory Apts	Accessory Apartment	Completed	15	15	0	—
2. Chestnut Run	Inclusionary Zoning	Completed	8	8	0	—
3. Lounsberry Meadow	—	Completed	47	47	37	—
4. Stirling Manor	Inclusionary Zoning	Completed	6	6	0	—
5. Newark Rca	RCA	Completed	42	0	0	—
6. Chestnut Run	—	Completed	7	—	—	—
7. Lounsberry Meadow Sr	—	Completed	22	—	—	—
8. Stirling Manor	—	Completed	8	—	—	—
9. —	—	—	—	—	—	—
10. —	—	—	—	—	—	—
11. —	—	—	—	—	—	—
12. —	—	—	—	—	—	—
13. —	—	—	—	—	—	—
14. —	—	—	—	—	—	—
15. —	—	—	—	—	—	—
Subtotal from any additional pages used				—	—	—
Total units (proposed and completed)				118	—	—
Total rental				76	—	—
Total age-restricted				37	—	—
Total very-low				—	—	—
Total bonuses				37	—	—
Please add additional sheets as necessary.						

<sup>1</sup> If all completed units have already been reported to COAH as part of 2007 monitoring or subsequent CTM updates, there is no need to re-submit monitoring forms. If additional units have been completed subsequent to 2007 monitoring, the municipality may submit updated forms. If the plan relies only on completed units previously reported via 2007 monitoring, enter "on file" in this column.

Table 3. Programs, Projects and/or Units Addressing the Third Round.

Project Name	Mechanism or Bonus Type	Proposed (use checklist(s)) or Completed (use Project/Unit Program Information Form)	Units Addressing Obligation (Note with "BR" where Special Needs bedrooms apply	Units Addressing Rental Obligation	Units Addressing Family Obligation	Units Subject to Age- restricted Cap	Checklist or Form Appendix Location <sup>1</sup>
16.							
17. Accessory Apartments	Municipally Sponsored	<u>Proposed</u>	<u>5</u>	<u>5</u>	<u>5</u>		
18. Group Home	Special Needs	<u>Proposed</u>	<u>5</u>	<u>5</u>	<u>0</u>		
19. Age Restricted Housing	Municipally Sponsored	<u>Proposed</u>	<u>33</u>	<u>33</u>		<u>33</u>	
20. Inclusionary Development	Growth Share Zoning	<u>Proposed</u>	<u>35</u>	<u>10</u>	<u>35</u>		
21. Surplus Credits		<u>Completed</u>	<u>77</u>		<u>42</u>		
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							
<b>Subtotal from any additional pages used</b>				<b>Total units (proposed and completed)</b>			
Total family units			<u>82</u>	Total rental units			
Total age-restricted units			<u>33</u>	Total family rental units			
Total Supportive/Special Needs units				Total very-low units			
Total Special Needs bedrooms			<u>5</u>	Total bonuses			
			<b>Please add additional sheets as necessary.</b>				

<sup>1</sup> If all completed units have already been reported to COAH as part of 2007 monitoring or subsequent CTM updates, there is no need to re-submit monitoring forms. If additional units have been completed subsequent to 2007 monitoring, the municipality may submit updated forms. If the plan relies only on completed units previously reported via 2007 monitoring, enter "on file" in this column.

Please answer the following questions necessary for completeness review regarding the municipality's draft and/or adopted implementing ordinances.

**AFFORDABLE HOUSING TRUST FUND (N.J.A.C. 5:97.8)**

1. Does the municipality have an affordable housing trust fund account? (Note: Pursuant to P.L. 2008 c.46, municipalities that do not submit a fully executed escrow agreement will forfeit the ability to retain development fees.)

☒ Yes, Bank Name Chase Bank

(Choose account type) ☒ Separate interest-bearing account

☐ State of New Jersey cash management fund

☐ No (Skip to the Affordable Housing Ordinance section)

2. Has an escrow agreement been executed? ☒ Yes ☐ No  
(If no, petition is incomplete. Submit an executed escrow agreement.)

3. Is all trust fund monitoring up-to-date as of December 31, 2007? ☒ Yes ☐ No  
(If no, petition is incomplete. Submit an updated trust fund monitoring report.)

**DEVELOPMENT FEE ORDINANCES (N.J.A.C. 5:97-8.3)**

1. Does the Fair Share Plan include a proposed or adopted development fee ordinance? (Note: Pursuant to P.L. 2008 c.46, municipalities that do not submit a development fee ordinance will forfeit the ability to retain non-residential development fees)

☒ Yes,

☒ Adopted OR ☐ Proposed

☐ No Skip to the next category; Payments-in-Lieu

2. If adopted, specify date of COAH/Court approval here: October 2, 2008

- Have there been any amendments to the ordinance since COAH or the Court approved the ordinance?

☐ Yes, Ordinance Number. \_\_\_\_\_ Adopted on<sup>1</sup> \_\_\_\_\_

☒ No (Skip to the next category; Payments-in-Lieu)

- If yes, is the amended ordinance included with your petition?

☐ Yes

☐ No, (Petition is incomplete. Submit ordinance with governing body resolution requesting COAH approval of amended ordinance)

3. Does the ordinance follow the ordinance model **updated September 2008** and available at [www.nj.gov/dca/affiliates/coah/resources/planresources.html](http://www.nj.gov/dca/affiliates/coah/resources/planresources.html)? If yes, skip to question 5.

☒ Yes ☐ No

4. If the answer to 3. above is no, indicate that the necessary items below are addressed before submitting the Development Fee ordinance to COAH:

**Information and Documentation**

The ordinance imposes a residential development fee of \_\_\_\_% and a Non-residential fee of 2.5 %

- ☐ A description of the types of developments that will be subject to fees per N.J.A.C. 5:97-8.3(c) and (d);
- ☐ A description of the types of developments that are exempted per N.J.A.C. 5:97-8.3(e)
- ☐ A description of the amount and nature of the fees imposed per N.J.A.C. 5:97-8.3(c) and (d)
- ☐ A description of collection procedures per N.J.A.C. 5:97-8.3(f)
- ☐ A description of development fee appeals per N.J.A.C. 5:97-8.3(g)
- ☐ A provision authorizing COAH to direct trust funds in case of non-compliance per N.J.A.C. 5:97-8.3(h)
- ☐ If part of a court settlement, submit court ordered judgment of compliance, implementation ordinances, information regarding period of time encompassed by the judgment of compliance and a request for review by the court
5. Does the ordinance include an affordability assistance provision per N.J.A.C. 5:97-8.8 (**Note: must be at least 30 percent of all development fees plus interest**)?
- ☒ Yes (Specify actual or anticipated amount) \$0
- ☐ No **Submit an amended ordinance with provisions for affordability assistance along with a governing body resolution requesting COAH approval of the amended ordinance.)**
- If yes, what kind of assistance is offered?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Has an affordability assistance program manual been submitted? ☐ Yes ☒ No

<sup>1</sup> Any amendment to a previously approved and adopted development fee ordinance must be submitted to COAH along with a resolution requesting COAH's review and approval of the amendment prior to the adoption of said amendment by the municipality.

PAYMENTS-IN-LIEU OF CONSTRUCTING AFFORDABLE UNITS ON  
SITE (N.J.A.C. 5:27-8.5)

1. Does the Fair Share Plan include an inclusionary zoning ordinance that provides for payments-in-lieu as an option to the on-site construction of affordable housing?  
☐ Yes ☒ No (Skip to the next category; Barrier Free Escrow)
2. Does the plan identify an alternate site and/or project for the payment-in-lieu funds? (Optional)  
☐ Yes (attach applicable checklist)  
☐ No (identify possible mechanisms on which payment in lieu will be expended in narrative section of plan.)
3. Does the ordinance include minimum criteria to be met before the payments-in-lieu becomes an available option for developers? (Optional)  
☐ Yes (indicate ordinance section) \_\_\_\_\_  
☐ No

BARRIER FREE ESCROW/OTHER FUNDS (N.J.A.C. 5:27-8.5/8.6)

1. Has the municipality collected or does it anticipate collecting fees to adapt affordable unit entrances to be accessible in accordance with the Barrier Free Subcode, N.J.A.C. 5:23-7?  
☐ Yes ☒ No
2. Does the municipality anticipate collecting any other funds for affordable housing activities?  
☐ Yes (specify funding source and amount) \_\_\_\_\_  
☐ No



SPENDING PLANS (N.J.A.C. 5:97-8.10)

1. Does the petition include a Spending Plan? (Note: Pursuant to P.L. 2008 c.46, municipalities that do not submit a Spending Plan will forfeit the ability to retain development fees.)  
☒ Yes      ☐ No
2. Does the Spending Plan follow the Spending Plan model **updated October 2008** and available at [www.nj.gov/dca/affiliates/coah/resources/planresources.html](http://www.nj.gov/dca/affiliates/coah/resources/planresources.html)? If yes, skip to next section - Affordable Housing Ordinance.  
☒ Yes      ☐ No
3. If the answer to 1. above is no, indicate that the necessary items below are addressed before submitting the spending plan to COAH:

**Information and Documentation**

- ☐ A projection of revenues anticipated from imposing fees on development, based on actual proposed and approved developments and historical development activity;
- ☐ A projection of revenues anticipated from other sources (specify source(s) and amount(s));
- ☐ A description of the administrative mechanism that the municipality will use to collect and distribute revenues;
- ☐ A description of the anticipated use of all affordable housing trust funds pursuant to N.J.A.C. 5:97-8.7;
- ☐ A schedule for the expenditure of all affordable housing trust funds;
- ☐ A schedule for the creation or rehabilitation of housing units;
- ☐ If the municipality envisions being responsible for public sector or non-profit construction of housing, a detailed pro-forma statement of the anticipated costs and revenues associated with the development, consistent with standards required by HMFA or the DCA Division of Housing in its review of funding applications;
- ☐ If the municipality maintains an existing affordable housing trust fund, a plan to spend the remaining balance as of the date of its third round petition within four years of the date of petition;
- ☐ The manner through which the municipality will address any expected or unexpected shortfall if the anticipated revenues from development fees are not sufficient to implement the plan;
- ☐ A description of the anticipated use of excess affordable housing trust funds, in the event more funds than anticipated are collected, or projected funds exceed the amount necessary for satisfying the municipal affordable housing obligation; and
- ☐ If not part of the petition, a resolution of the governing body requesting COAH review and approval of spending plan or an amendment to an approved spending plan.

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**AFFORDABLE HOUSING ORDINANCE (N.J.A.C. 5:80-26.1 et seq.)**

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1. Does the Fair Share Plan include an Affordable Housing Ordinance?  
☒ Yes      ☐ No
2. Does the ordinance follow the ordinance model available at [www.nj.gov/dca/affiliates/coah/resources/planresources.html](http://www.nj.gov/dca/affiliates/coah/resources/planresources.html)?      ☒ Yes      ☐ No
3. If the answer to 1. or 2. above is no, indicate that the required items below are addressed before submitting to COAH. If the required items are addressed in ordinances other than an Affordable Housing Ordinance, please explain in a narrative section of the Fair Share Plan.

**Required Information and Documentation**

- ☐ Affordability controls
- ☐ Bedroom distribution
- ☐ Low/moderate-income split and bedroom distribution
- ☐ Accessible townhouse units
- ☐ Sale and rental pricing
- ☐ Municipal Housing Liaison
- ☐ Administrative Agent
- ☐ Reference to the Affirmative marketing plan or ordinance (N.J.A.C. 5:80-26.15)

**AFFORDABLE HOUSING ADMINISTRATION (As Applicable)**

Items that must be submitted with the petition:

- ☒ Governing body resolution designating a municipal housing liaison (COAH must approve)

Items that must be submitted prior to COAH's grant of Substantive Certification:

- ☐ Operating manual for rehabilitation program
- ☐ Operating manual for affordability assistance
- ☐ Operating manual for an Accessory Apartment program
- ☐ Operating manual for a Market-to-Affordable program
- ☐ COAH approved administrative agent if municipal wide

Items that must be submitted prior to any time prior to marketing completed units:

- ☐ COAH approved administrative agent(s) is project specific
- ☐ Operating manual for sale units
- ☐ Operating manual for rental units
- ☐ Affirmative marketing plan or ordinance (N.J.A.C. 5:80-26.15)

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## CERTIFICATION

I, \_\_\_\_\_, have prepared this petition application for substantive certification on behalf of \_\_\_\_\_. I certify that the information submitted in this petition is complete, true and accurate to the best of my knowledge. I understand that knowingly falsifying the information contained herein may result in the denial and/or revocation of the municipality's substantive certification.

\_\_\_\_\_  
Signature of Preparer (affix seal if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

N.J.S.A. 2C:21-3, which applies to the certifications, declares it to be a disorderly person offense to knowingly make a false statement or give false information as part of a public record.

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## Narrative Section

I, Kevin O'Brien, P.P., have prepared this petition application for substantive certification on behalf of Long Hill Township, Morris County. I certify that the information submitted in this petition is complete, true and accurate to the best of my knowledge. I understand that knowingly falsifying the information contained herein may result in the denial and/or revocation of the municipality's substantive certification.

  
Signature of Preparer    Kevin O'Brien, P.P.

Date    19 December 2008

Title    Township Planner

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## NOTES TO COAH APPLICATION FORM

### ITEM

Page 10:

PRIOR ROUND 1987 – 1999

RCA's included (1)

Age restricted Units Included (1)

GROWTH SHARE 1999 – 2018

Rental units Included (1)

Very Low Income Rental Units Included (2)

Page 12:

Project/Program Name

3. Lounsbery Meadow (3)

6 Chestnut Run (4)

7 Lounsbery Meadow (4)

8 Stirling Manor (4)

Page 14:

Development Fee Ordinances, Item 1 (5)

### NOTES

- (1) The municipality recognizes there is a deficiency in the proposed plan regarding providing family rental units and will consider its options with the submission of its revised plan.
- (2) Additional very low income units will be satisfied in age restricted or inclusionary affordable rental units.
- (3) Mechanism – 100% affordable
- (4) Mechanism – Bonuses
- (5) Ordinance Readopted on 2 October 2008 and submitted to COAH. There has been no response as of 19 December 2008.

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## RECALCULATED CREDITS FOR LONG HILL HOUSING ELEMENT AND FAIR SHARE PLAN

The Round II certified plan included the following completed projects to meet the Round III Prior Round Obligation of 62 new construction units as follows:

42 Credits	Credits	RCA with Newark creating 42 for-sale family units. These credits will be used towards the Growth Share Obligation.
15 Credits	Accessory Apartment Program:	15 units proposed and COAH approved 11. However, since all 15 units are now completed, the Township is proposing 15 units with this Plan. These are family rental units contributing to the Prior Round rental obligation.
8 Credits 7 Bonuses	Chestnut Run:	This is an inclusionary project of 32 market units and 8 affordable family rental units, eligible for 7 rental bonuses <sup>1</sup> approved by COAH. One of the rental units completes satisfaction of the rental obligation.
47 Credits 22 Bonuses	Lounsbery Meadow Senior Housing,	an 100% affordable housing project, with a total of 52 rental units, 42 age-restricted and 10 units for developmentally disabled. COAH granted a total of 47 credits, 37 credits for age-restricted units due to the age-restriction cap and 10 credits for the 10 family units and rental bonuses totaling 22, 12 bonuses for 9 age-restricted rental units (9 x 1.33) and 10 rental bonuses for the 10 family units. There is an excess of 5 age-restricted units completed.
6 Credits 6 Bonuses	Stirling Manor:	This is an inclusionary project of 54 market units and 6 affordable family rental units, eligible for 6 family rental bonuses approved by COAH.
Total 118	Credits	
Total 35	Rental Bonuses	(23 family rental bonuses + 12 age-restricted rental bonuses)
Total 153	Total	

The rental requirement for the Prior Round is 16 affordable rental units (.25 x 62). This requirement has more than been met with a total of 76 rental units, the 15 accessory apartments, 14 rental units from the inclusionary projects and the 47 units in the Lounsbery Meadow Senior Housing project.

There is a cap of 5 age-restricted affordable units for which credit may be granted (.25 (62 – 42 RCA units) and a cap of 31 units which may be transferred utilizing an Regional Contribution Agreement (.50 x 62). However, since the Township of Long Hill completed its Prior Round Obligation, pursuant to N.J.A.C. 5:97-4.1 the Council will honor the number of age-restricted affordable units, the units addressing the rental requirement and the RCAs included in the previously certified plan.

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<sup>1</sup> The certified plan calculated a 15-unit rental obligation and approved 8 rental bonuses for this project. However, the re-calculation of the rental obligation reduces the eligibility for rental bonuses for this project to 7.

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Although 36 rental bonuses were granted in the Round II certified plan, with the adjustment in the rehabilitation obligation, this revised plan includes 35 rental bonuses, 23 for family rental units and 12 for 9 age-restricted rental units.

COAH regulations provide that post-1986 credits may be applied toward the Growth Share Obligation if the controls on affordability are in place through December 31, 2018 or if expiring are extended. Bonuses and RCA credits may also be applied to the Growth Share Obligation. Therefore, although there is a surplus of 91 credits and bonuses, only the 35 rental bonuses and 42 RCA credits may be carried to satisfy the Growth Share Obligation, a total of 77 surplus credits.

The Round III Growth Share Obligation of 132 units will be met as follows:

77 Prior Round Surplus Credits:

42 Credits Credits RCA with Newark creating 42 for-sale family units.

35 Bonus Credits from rental bonuses  
(23 family rental bonuses + 12 age-restricted rental bonuses for 9 age-restricted units)

5 Credits Proposed Accessory Apartment Program of 5 units.

5 Credits Proposed Group Home – one group home with 5 bedrooms

33 Credits Proposed age-restricted rental housing in Valley Road Business District and 100% affordable rental housing sponsored by municipality as an addition to the Lounsbery Meadow Senior Housing

35 Credits Proposed family housing through inclusionary development in Valley Road Business District and TIFA complex

155 Total

The rental requirement for the Growth Share Obligation is 33 affordable rental units (.25 x 132) with at least 17 units family rental units (.5 x 16). The rental obligation will be met with 43 total units from the 5-unit accessory apartment program, the 5-unit group home and 33 age-restricted rental units. The municipality recognizes there is a deficiency in the proposed plan regarding providing family rental units and will consider its options with the submission of its revised plan.

At least 66 affordable units must be family units (.5 x 132). The 66 family units will be met with the 42 RCA units, 5 accessory apartments and 35 family inclusionary housing units, for a total of 82 family units.

There is a cap of 33 age-restricted units for which credit may be granted (.25 x 132), which is not exceeded by the proposed mechanisms.

At least 10 units or 13% of the affordable units created (78 x .13) must be affordable to households earning 30% or less of the region's median income; 5 of these units will be

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satisfied with the units in the group home and the pricing of the age-restricted units and/or units in the inclusionary development.



## Affordable and Market-Rate Units Excluded from Growth

Municipality Name: **Long Hill**

**Prior Round Affordable Units NOT included in Inclusionary Developments Built post 1/1/04**

Development Type	Number of COs Issued and/or Projected
Supportive/Special Needs Housing	
Accessory Apartments	
Municipally Sponsored and 100% Affordable	
Assisted Living	
Other	
<b>Total</b>	<b>0</b>

### Market and Affordable Units in Prior Round Inclusionary Development Built post 1/1/04

N.J.A.C. 5:97-2.4(a)

(Enter Y for yes in Rental column if rental units resulted from N.J.A.C. 5:93-5.15(c)5 incentives)

Development Name	Rentals? (Y/N)	Total Units	Market Units	Affordable Units	Market Units Excluded
		0			0
		0			0
		0			0
		0			0
		0			0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Jobs and Affordable Units Built as a result of post 1/1/04 Non-Residential Development N.J.A.C. 5:97-2.4(b)

Development Name	Affordable Units Provided	Permitted Jobs Exclusion
		0
		0
		0
		0
<b>Total</b>	<b>0</b>	<b>0</b>

[Return To Workbook A Summary](#)